

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
MINUTES OF BOARD MEETING
May 19, 2006**

A meeting of the Georgia State Board of Occupational Therapy was held on May 19, 2006 at the Secretary of State Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia with the following members present:

Members Present:

Kendyl R. Brock, OTR/L, CHT, President
Kathleen H. Conyers, OTR/L, Vice President
Donna J. Domyslawski, OTR/L
Mary Louise Austin, Cognizant
Karen L. Cadaret, COTA/L

Absent:

Bikram Mohaty, Liaison
Wylencia Monroe, AAG

Others Present:

Brig Zimmerman, Executive Director
Calandra Burke, Board Secretary

Serena Gadson, Application Specialist

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:08 a.m.

Agenda: The Board voted to accept the agenda as reviewed and revised.

Ms. Austin moved and Ms. Domyslawski seconded and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-19(h)(2)&(4), O.C.G.A. §43-1-2(k)(1)(2), O.C.G.A. §43-1-2(k)(4) and O.C.G.A. §50-14-2(1) to deliberate on the Cognizant Report and Applications, and, to receive information on Complaints and Applications. Voting in favor of the motion were those present who included Board Members Brock, Domyslawski, Austin Cadaret and Conyers. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Public Hearing:

Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements

Ms. Brock, President, established that a quorum was present, and called the Public Hearing to order at 10:09 A.M. As there were no comments submitted and no members of the public attended the hearing, the public hearing was adjourned at 10:15 A.M.

Ms. Cadaret moved and Ms. Austin seconded and the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A § 43-1-19, 43-28-7, 43-28-8 and 43-28-14.

Ms. Cadaret moved and Ms. Austin seconded and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-1-19, 43-28-7, 43-28-8 and 43-28-14 to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(3)(A),(B),(C),&(D) and that the

formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Occupational Therapy.

After discussion and consideration of the rule change, Ms. Austin moved and Ms. Cadaret seconded and the Board voted to adopt the proposed rule Chapter 671-3-.08 in accordance with 50-13-4(a)(1) as now posted:

671-3-.08 Renewal of License/Penalties/Continuing Education Requirements.

~~(1) A license issued to each occupational therapist and occupational therapy assistant by the Board shall expire on March 31st, of even numbered years. The license may be renewed upon submission of the renewal application, and payment of the required fee, provided all requirements have been met, and proof of completion of specified continuing education hours. Refer to fee schedule, and paragraph (5) of this section of the Rules.~~

~~(2) A license that is renewed on or before January 31st shall receive a renewal discount. A license that is renewed between February 1 and March 31st shall not be eligible for a discount. Refer to fee schedule.~~

~~(3) (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed, lapse and by operation of law be revoked for failure to renew. An application for restoration shall be required as provided for in Rule 671- 3-.09 in order to seek to obtain a license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.~~

~~(4) An occupational therapist or occupational therapy assistant who has allowed his/her license to become revoked for failure to renew must apply for restoration of the license as provided for in 671- 3-.09 in order to practice in this State.~~

~~(5) (3) A minimum of twenty-four (24) contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen (16) hours must be related to direct "hands on" patient care (dpc). Up to eight (8) hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.~~

~~(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.~~

~~(a) (b) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08(10)(a)(4)-(8) (7) for documentation requirements.~~

~~(b) (c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.~~

~~(c) (d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.~~

~~(d) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.~~

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~~(e)~~ (e) Definitions:

1. Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands on On: For purposes of these rules direct "hands on" patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

~~(6)~~ (4) A licensee who is licensed during the second year of the biennium is not required to meet continuing education requirements for that renewal period.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

~~(7)~~ (5) (6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.

~~(8)~~ (6) ~~The Board may consider exceptions to the above continuing education requirements if pre-approval is requested and justified.~~

~~(9)~~ (7) ~~Prior approval of courses for continuing education is not required. The Board may approve continuing education upon request from a licensee or provider. Each licensee must still submit the documentation requirements for continuing education, and related fee.~~

~~(a) A provider may complete an Application for Approval of Continuing Education Program by the Georgia State Board of Occupational Therapy and submit a program description, program objectives, detailed time schedule, speakers' names and qualifications and sample certificate or proof of attendance. The provider shall identify a contact person, sponsoring person or agency, program title, location, date, target audience, type of program and number of contact hours requested.~~

~~(b) Upon review of the completed application, the Board shall notify the provider as to the number and category of approved contact hours. The Board shall make information about approved programs available to licensees.~~

~~(10)~~ (8) (7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:

(a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:

1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.

2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and

(b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:

1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and

2. A program description including sponsor, course title, date, program objective/learning outcomes, content description

(c) For general education under 671-3-.08 ~~(5)~~ (3) (b) documentation must include:

1. How activity relates to occupational therapy

2. Date and clock hours

3. Other information as may be requested

(d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:

1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;
2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.

(e) For professional presentations to include first time or significantly revised presentation or an academic

class session, workshop, seminar, in-service or professional meeting program session:

1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.

(f) Continuing education listings should be documented on the appropriate board form, available on the website.

~~(11)-(9)~~ (8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:

- (a) Respond appropriately to renewal questionnaire.
- (b) Retain documentation in personal files and submit to the Board if selected for audit.
- (c) Documentation as specified in 671-3-.08~~(9)~~ (7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

Authority O.C.G.A §§ 43-1-19, 43-28-7, 43-28-8 and 43-28-14.

Rule 671-3-.09 Restored License:

Ms. Austin moved and Ms. Cadaret seconded and the Board voted to consider for adoption the proposed rule amendments and to post the Notice of Intent to Adopt and Notice of Hearing for the proposed rule changes to 671-3-.09 for no less than 30 days prior to the date the Board intends to adopt the proposed rule changes.

Ms. Austin moved and Ms. Cadaret seconded and the Board voted that the formulation and adoption of Rule 671-3-.09 do not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A §43-1-19, 43-28-7, 43-28-13 and 43-28-14.

Ms. Austin moved and Ms. Cadaret seconded and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-1-19, 43-28-7, 43-28-13 and 43-28-14 to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(3)(A),(B),(C),&(D) and that the formulation and adoption of Rule 671-3-.09 will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Occupational Therapy. The proposed rule amendments to 671-3-.09 are as follows:

**SYNOPSIS OF PROPOSED REVISIONS TO THE
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES
RULE 671-3-.09 RESTORED LICENSE.**

PURPOSE: The purpose of the proposed rule amendment is update the current rule with regard to the required continuing education hours in the ethics of occupational therapy practice, and cite the Boards authority with regard to restoration of an expired license.

MAIN FEATURES: The main feature of the proposed rule amendment is to add wording regarding the required two (2) hours of continuing education hours required by the Board and that restoration of an expired license is within the discretion of the Board.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED
AMENDMENTS TO THE GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
RULES, RULE 671-3-.09 RESTORED LICENSE.**

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.
Rule 671-3-.09 Restored License is hereby revised as follows:

671-3-.09 Restored License.

(1) Restoration of an expired license is within the discretion of the Board.

~~(4)~~ (2) A license may be restored within five (5) years of expiration date by submission of restoration application, proof of completion of required continuing education, as specified in paragraph ~~(3)~~ (4) below, and payment of appropriate fees. See fee schedule.

~~(2)~~ (3) A license which has been expired for a period greater than five (5) years may be Restored, at the discretion of the Board, by submission of the following:

(a) A new application with appropriate fee;

(b) Documentation of required continuing education hours as specified in paragraph ~~(3)~~ (4) completed within one year prior to date of application; and

(c) One of the following:

1. Verification of current license in another state; or

2. Three (3) reference statements (two must be occupational therapists) from persons who can confirm current competency of applicant; or

3. Verification of completion of eight (8) weeks of supervised clinical experience in a professional intern position or student role in a facility which meets the requirements of an accredited or approved occupational therapy or occupational therapy assistant curriculum.

~~(3)~~ (4) Continuing education requirements for restoration of a license:

(a) Twenty-four contact clock hours of continuing education related to occupational therapy practice is required for restoration of a license. Sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours (general) may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing, when appropriately licensed, Level II fieldwork supervision.

(b) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

~~(b)~~ (c) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry Level occupational therapy and that include a verifiable way to documenting time spent in the learning activity.

~~(c)~~ (d) Prior approval of courses for continuing education is not required.

AUTHORITY: O.C.G.A § 43-1-19, 43-28-7, 43-28-13 and 43-28-14.

Minutes: Ms. Cadaret moved, Ms. Austin seconded and the Board voted to approve as amended the Board Meeting Minutes from March 17, 2006.

Correspondence:

The Board considered the following correspondence and matters of interest:

Beth Peters: Is it ethical to cancel doctor's orders? Does this go against OT licensure to get clearance from a physical therapist to see chronic pain patients? **Board Response:** Draft a Letter of Concern regarding the facility policy's to the CEO of the hospital with a copy of the letter to Ms. Peters.

Angelique Kim: Can OTA's work without an OT on the premises? How many treatment visits a OTA can complete before needing a supervisory visit from the supervising OT? **Board Response:** Refer to the Board rules and laws. Also, check with your facility on their rules for the proper procedure of practice following the scope of rules defining supervision.

Probation Report:

Brenda Johnson: Ms Johnson paid her \$1000 fine on April 19, 2006.

Denise Marie Lorren: The Board reviewed her employee quarterly report and found her to be in compliance.

Liaison Report:

No Report

Executive Director's Report:

Mr. Zimmerman provided the Board with information on the following:

- NBCOT Conference in September 2006: Board voted for Ms. Domyslawski and Mr. Zimmerman to attend as the Boards representative.
- Board Appointments by the Governor's office: Board requested correspondence drafted to Governor Purdue's office requesting the filling of a current vacancy on the Board in addition to two current members who plan to retire by the first of the year.

Cognizant Member's Report:

OT060009: Ms. Conyers moved and Ms. Domyslawski second and the Board voted to close.

OT060010: Ms. Conyers moved and Ms. Domyslawski second and the Board voted to forward to Enforcement.

Enforcement Report:

No Report

Attorney General's Report:

No Report

Physical Agent Modality Certification:

The Board received a report from president Brock regarding licensees with limited certification expanding to "All Modalities". All those responded will receive correspondence to apply with documentation of completing up to 6 hours in the categories they lacked through a course, workshop, or in-service.

The Board voted to accept president Brock's recommendation for those who responded to Board letter.

Applications:

Ms. Conyers moved and Ms. Austin seconded and the Board voted to take the following action on Licensure by Restoration:

Firth, Diana D.	Approved
Goetz, Jamie A.	Approved
Lester, Stephanie D.	Approved
Vermilya, Denise L.	Approved

Ms. Conyers moved and Ms. Austin seconded and the Board voted to take the following actions on Certifications of Physical Agent Modalities:

Adkins, Brittany Hutto	Approved
Bloodworth, Kimberly N.	Approved
Burke, Kayla D.	Approved
G.J.C.	Pending
Harris, Karen E.	Approved
Moore, Melanie	Approved
Raymond, Dana	Approved Pending
Ricci, Cliff	Approved Pending
Stroh, Christopher	Approved

Ms. Conyers moved and Ms. Austin seconded and the Board voted to ratify the following reinstatements determined to have met licensure requirements/issued between Board meetings as follows:

License No.	Licensee Name	Profession	Issue Date
OT003216	Harris, Karen Elaine	Occupational Therapist	03/22/2006

Ms. Conyers moved and Ms. Austin seconded and the Board voted to ratify the issuance of letters of authority between Board meetings as follows:

Name	Profession	Issue Date
Miller, Paula Marie	Occupational Therapist	4/4/2006
Raines, Yusuf Ali	Occupational Therapy Assistant	4/4/2006
Garrison, Leslie Brooke	Occupational Therapy Assistant	5/16/2006
Brownell, Drucy Joyce	Occupational Therapy Assistant	5/16/2006

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Brooks, Shala Deonne	Occupational Therapy Assistant	5/16/2006
Brown, Aniko LaToya	Occupational Therapy Assistant	5/16/2006

Ms. Conyers moved and Ms. Austin seconded and the Board voted to ratify the following applications for Occupational Therapy Assistant licensure by application determined to have met licensure requirements/issued between Board meetings as follows:

License No.	Licensee Name	Profession	Issue Date
OTA000929	Sheedy, Michael McNeil	Occupational Therapy Assistant	3/27/2006
OTA000930	Smith, LaToya Renee	Occupational Therapy Assistant	4/3/2006
OTA000931	Coleman, Jeremy	Occupational Therapy Assistant	4/3/2006
OTA000932	Brown, Carol Breeden	Occupational Therapy Assistant	4/3/2006
OTA000933	Johnson, Gloria Dolores	Occupational Therapy Assistant	4/4/2006
OTA000934	Story, Michelle I	Occupational Therapy Assistant	4/4/2006
OTA000935	Smith, Jacob John	Occupational Therapy Assistant	4/4/2006
OTA000936	Queen, Jennifer Jeanell	Occupational Therapy Assistant	4/4/2006
OTA000937	Speegle, Rachel Kay	Occupational Therapy Assistant	4/12/2006
OTA000938	Dworzanowski, Kim Oanh Thi	Occupational Therapy Assistant	4/25/2006
OTA000939	Anglon, Tonya Michelle	Occupational Therapy Assistant	4/27/2006
OTA000940	Beaty, Barbara S.	Occupational Therapy Assistant	5/2/2006
OTA000941	King, Crystal Yvonne	Occupational Therapy Assistant	5/8/2006

Ms. Conyers moved and Ms. Austin seconded and the Board voted to ratify applications for Occupational Therapist licensure by application determined to have met licensure requirements/issued between Board meetings as follows:

License No.	Licensee Name	Profession	Issue Date
OT004332	Brown, Beth-Marie Anita	Occupational Therapist	3/20/2006
OT004333	Simmons, Lisa Catherine	Occupational Therapist	3/29/2006
OT004334	Parisian, Kathleen Lynn	Occupational Therapist	4/3/2006
OT004335	VanTromp, Kristin Johnna	Occupational Therapist	4/3/2006
OT004336	Paul, Stanley	Occupational Therapist	4/3/2006
OT004337	Rances, Vanessa Cecilia	Occupational Therapist	4/3/2006
OT004338	Dow, Rhonda L.	Occupational Therapist	4/3/2006
OT004339	Del Mar, Naomie Hortelano	Occupational Therapist	4/3/2006
OT004340	Brooks, Lia Ann	Occupational Therapist	4/3/2006
OT004341	Johnson, Alisha Nicole	Occupational Therapist	4/5/2006
OT004342	Kempton Margot	Occupational Therapist	4/12/2006
OT004343	Ade, Kathleen Ann	Occupational Therapist	4/12/2006
OT004344	Hatt, Carol Marie	Occupational Therapist	4/25/2006
OT004345	Gamache, Christine Rene'	Occupational Therapist	4/25/2006
OT004346	San Gabriel, Emmanuel Landingin	Occupational Therapist	4/25/2006
OT004347	Joseph, Angela Rosemary	Occupational Therapist	4/25/2006
OT004348	Peake, Carolyn Loretta	Occupational Therapist	5/8/2006
OT004349	Smith, Stacie Michelle	Occupational Therapist	5/8/2006
OT004350	Cuellar, Lilia Gonzalez	Occupational Therapist	5/8/2006
OT004351	Molley, Amy Worley	Occupational Therapist	5/8/2006
OT004352	Martin Kelli Wue	Occupational Therapist	5/8/2006
OT004353	Kennedy, David Eugene	Occupational Therapist	5/8/2006
OT004354	Lively, Heather Dawn	Occupational Therapist	5/9/2006
OT004355	Buxton, Brooke Noel	Occupational Therapist	5/9/2006
OT004356	Dudzinski, Pamela Erin	Occupational Therapist	5/9/2006
OT004357	Hays, Jennifer Gail	Occupational Therapist	5/10/2006
OT004358	Cook, Linda Shirley	Occupational Therapist	5/10/2006

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OT004359	Hastings, Stacia C.	Occupational Therapist	5/16/2006
OT004360	Hamlin, LaShay Nichole	Occupational Therapist	5/16/2006

Renewal Application:

J.G.H-B. Mr. Zimmerman presented information obtained from two other State Boards of OT regarding the possible provision of fraudulent information on this licensee's recently approved application for licensure.

After discussion, Ms. Domyslawski motioned and Ms. Cadaret seconded and the Board voted to refer this licensee to the AG's office for guidance and recommendations.

Ms. Domyslawski moved and Ms. Austin seconded and the Board adjourned the meeting at 2:10 p.m.

Minutes recorded by:

Calandra Burke, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Kendyl Brock, President

Mollie L. Fleeman, Division Director

These minutes were signed and approved on _____.